

HEBER SPRINGS PUBLIC SCHOOLS
CLASSIFIED PERSONNEL
HANDBOOK

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TABLE CONTENTS

Section	Description	Page
1.01	Introduction	4
1.02	Policy and Regulation Responsibility	4
1.02.5	Classified Personnel Policies Committee	4
1.03	Personnel Screening and Employment	5
1.04	Equal Opportunity Employer	5
1.05	Definition of Full – Time Personnel	5
1.06	Contracts	6
1.07	Health Examination	6
1.08	Selection and Supervision of Personnel	6
1.09	Personal Data	6
1.10	Assignment, Transfer, and Promotion	7
1.11	Salary Deduction	8
1.12	Salary Schedule	8
1.13	Employee Benefits	8
1.14	Leave With Pay:	9
1.14.1	Sick Leave	9
1.14.2	Bereavement	10
1.14.3	Parental	11
1.14.4	Personal	12
1.14.5	Legal Leave	13
1.15	Holidays and Work Days	13
1.16	Leaves of Absence Without Pay	14
1.17	Vacations for Twelve Month Employees	16
1.18	Retirement	16
1.19	Reduction in Workforce (RIF)	17
1.20	Workers' Compensation	17
1.21	Work Hours	18
1.22	Dismissal	18
1.23	Use of School Vehicles	18
1.24	Employee Grievances	18
1.25	Authority of School Personnel	19
1.25.1	Responsibility and Authority	19
1.25.2	Responsibilities of Classified Personnel Governing Bullying	19
1.26	Use of Tobacco	19
1.27	Drug Free Workplace	19
1.28	Back Brace	20
1.29	Use of Cell Phones	20
1.30	Other Policies and Regulations	20

FOREWORD

The purpose of this handbook is to outline the general policies or procedures for the support staff members of Heber Springs Public School District Number 1 and provide such information to all support staff.

Knowledge of the district organizational functions and procedures are essential to the efficient operation of the schools. This is necessary in order to maintain the cooperation, assistance, positive attitude, high morale, and general effectiveness of the staff. This employee handbook along with the Board policy manual and other handbooks contain extensive information to provide proper knowledge and understanding.

This handbook is not intended to be complete in all details. It does not restrict legislative or administrative authority. The superintendent, principals, or supervisors may issue additional information, instruction and rules or regulations as deemed necessary or desirable. Also, the district is subject to Federal and State laws and regulations as well as rules and regulations of the Arkansas State Department of Education.

1.01 INTRODUCTION

- A. It is the intention of the Heber Springs School Board to encourage the development of morale conducive to the best possible instructional program for the schools of the district. Such educational programs are in great part the product of smoothly functioning institutions. One factor responsible for efficient operation is a personnel policy that is flexible and not unduly restrictive, yet workable in that it is practical and explicit.
- B. It should be apparent that the policies herein stated work to the advantage of both the staff members and the district as a whole.

1.02 POLICY AND REGULATION RESPONSIBILITY

- A. All employees are expected to know and shall be responsible for observing all provisions of the law and all rules and regulations contained in the board policy, employee handbook, and other rules and the board or superintendent may set regulations as forth.
- B. Employees shall make themselves familiar with the policies of the board and with the rules, regulations, procedures and directives of the superintendent and principal or supervisor and shall carry them out according to their true meaning and purpose.
- C. In the absence of specific written policy, procedure, rule, regulations, or directive, the employee shall act according to his/her best mature discretion, in harmony with the spirit of those other established policies, procedures, rules, regulations and directives. Such actions shall be subject to review and approval of the principal, superintendent, or board.

1.02.5 CLASSIFIED PERSONNEL POLICIES COMMITTEE AND PERSONNEL POLICIES

- A. The personnel policies committee shall be composed according to the provisions as set forth in Arkansas Code 6-17-2303. The committee will consist of at least one (1) classified representative from each of the following classifications to be elected based on odd and even years according to the schedule below:
 - 1. Maintenance and operations – odd years
 - 2. Transportation – odd years
 - 3. Food Service – even years
 - 4. Secretary and clerk – even years
 - 5. Aides and paraprofessionals – odd years
- B. One classified administrator will serve on the committee.

- C. The classified employee member shall be elected by a majority of classified employees by secret ballot, in the case of only one nominee, by acclamation. Committee members will serve two years. If a committee member leaves the district, then another person from the classification will be appointed.
- D. Elections for area representatives will be held no later than October 15. Results will be forwarded to superintendent's office no later than October 20th. The first meeting will be held before the end of October. On that date, the committee will elect a chairperson and establish a date for the monthly meeting.
- E. Once the committee is in place it will begin the process of narrowing its objectives and goals for the current school year.
- F. Proposed policies or amendments will be presented to the board of education by the chairman.
- G. Minutes of the committee meetings shall be reported within 5 days of the meeting. Distribution is as follows: Each committee member, posted in each building, and central office.
- H. Exiting committee members will be ineligible to serve consecutive terms. Exiting committee members can fill another representative's term after one year.

1.03 PERSONNEL SCREENING AND EMPLOMENT

- A. All personnel employed in the Heber Springs School District shall be employed only with the approval or upon the recommendation of the superintendent. The Heber Springs School Board confirms the employment of all certified and classified staff members.
- B. Principals and supervisors as approved by the superintendent shall utilize procedure for the screening and employment of personnel.
- C. All classified staff employed by the Heber Springs School District shall be on probation for one year (365 days). The probation period may be extended as approved by the superintendent or the assistant superintendent.
- D. All classified staff members employed by the Heber Springs School District will receive an annual evaluation by their immediate supervisor. All forms, procedures or other methods of evaluation, including criteria, are to be developed by the Superintendent and/or his designee(s), but shall not be part of the personnel policies of the Heber Springs School District.

1.04 EQUAL OPPORTUNITY EMPLOYER

No person in the Heber Springs School District shall, on the basis of race, color, creed, religion, sex, age, handicap, national origin or similar personal distinction, be denied the benefits of or be subjected to discrimination in regard to employment, retention, promotion, transfer or dismissal in any educational program or activity which is under the jurisdiction the of the school board.

1.05 DEFINITION OF FULL – TIME/PART – TIME PERSONNEL

A. Full – Time Personnel

Any employee scheduled to work six [6] hours or more per day, one hundred and seventy eight [178] days or more within the school fiscal year shall be considered a full time employee and usually paid on a salary basis.

B. Part-Time Personnel

1. An employee who works less than the normal work day for the job to which he/she is assigned shall be considered a part – time employee. Normally, this will be less than six [6] hours per day but could be more, depending upon the job assignment.

2. Part – Time Personnel Pay Basis

Part - Time personnel shall be paid salaries and benefits (where applicable) on a pro-rata basis.

1.06 CONTRACTS

- A. Individual contracts that are approved by the Heber Springs Board of Education should be signed by the employee and returned to the superintendent within (30) days of the date of the delivery to the employee.
- B. Failure to sign and return the contract within (30) days will be considered intent on the part of the employee not to return to the assignment in the Heber Springs School District, and the board may declare a vacancy. If a vacancy is declared, the employee must be notified in writing within (10) days.

1.07 HEALTH EXAMINATIONS

- A. All new employees must present evidence of physical fitness to perform duties assigned, and freedom for communicable disease.
- B. Bus driver personnel must submit to the mandated testing both written and medical as regulated by the Arkansas Department of Transportation for Bus Drivers. This shall include mandatory drug and alcohol testing both annually and randomly.

1.08 SELECTION AND SUPERVISION OF PERSONNEL

- A. The Administrative Staff in charge of food service, maintenance, custodial and transportation employees will recommend to the superintendent the selection, employment and dismissal of these classified staff employees. The principal may be consulted on staff hired for his/her building. The superintendent will make assignment of staff. The principal will supervise his building custodial staff and food service director will supervise their employee's work in matters pertaining to general operations of the school during the regular school year.
- B. The building principal in conjunction with the superintendent will be in charge of the selection, employment and retention of secretaries, Para-teachers, aides and other office personnel. The principal will supervise the secretaries, Para-teachers, aides and other office personnel in matters pertaining to general operations of the school during the regular school year. Secretaries and other office personnel shall perform all school – related duties as assigned by their immediate supervisor.
- C. All employees must meet the requirements of the laws of Arkansas State Department of Education regulations.

1.09 PERSONAL DATA

- A. ALL employees are required to have on file in the Central Office a record of the following:
1. Employee Application
 2. A current address and telephone number
 3. A copy of the employee's Social Security Card
 4. A copy of the employee's Driver's License
 5. A withholding exemption certificate, Form W-4, Form AR4EC
 6. Teacher Retirement Application
 7. Employee Benefit [EBD] Insurance Application
 8. Employment Eligibility Verification
 9. Section 125 Election Agreement or Declination
 10. Submit and clear Arkansas State Police, FBI, and Child Maltreatment background checks.
 11. All new employees must submit of physical examination when requested to do so.

- B. The district will maintain the following personnel records.

1. Date of employment or discharge
2. Record of reason/s for discharge
3. Sick leave records
4. School application for the job

- C. Additional Material

1. Employee's evaluations and other documents including any special recognition, commendation or award, relating to his/her performance will be placed in the personnel file.
2. Employees shall be notified of all significant items placed in their personnel file except for standard information listed above and routine items.
3. Each employee may review his/her personnel file by making a request to the superintendent of his designee.

1.10 ASSIGNMENT, TRANSFER, AND PROMOTION

- A. The assignment of pupils and personnel shall be determined by the superintendent or delegated to the principals or administrative staff, subject to the approval of the superintendent.
- B. Selection of promotion of personnel for all positions shall be made on the basis of merit.
- C. Employees will be given the opportunity to declare their interest in and make application for applicable new positions and vacancies that occur in the district.
- D. Voluntary Transfer:
1. The movement of an employee to a different assignment in a different building shall be considered a transfer. Request for a transfer does not necessarily imply dissatisfaction on the part of the employee.

2. All transfers are subject to approval of the superintendent. Classified staff positions that become open will be posted so that an employee who desires a transfer may file their written notification of this request with the appropriate administrators and a copy to his/her principal or immediate supervisor. All applicants shall be granted an interview with the appropriate administrators.

1.11 SALARY DEDUCTIONS

- A. Leaves and/or absences taken by any personnel and not authorized or covered under the above provisions will cause a salary deduction from the employee's salary in the sum equal to a non-certified substitute rate for seven [7] days. Above seven [7] days, it will become a full days salary.
- B. An employee who does not complete the contract year shall have deducted from his/her pay check(s) a sum equal to the amount of any over-payment.
- C. Deduction will be computed on a pro-rata basis according to the number of days contracted.
- D. Automatic deductions include the following:
 1. Social Security
 2. Federal Tax With-Holding
 3. Sate Tax With-Holding
 4. Medicare

1.12 SALARY SCHEDULE

- A. Employees shall be paid by the 10th of each month. If the 10th of the month is on a weekend or holiday, the payday will be the nearest weekday prior to the 10th of that month. Overtime will be paid at the rate of 1.5 times the regular rate of pay for any and all hours worked above forty [40] hours per week for hourly contracted employees.
- B. Salary or wages shall be paid on a monthly basis. Employees who are contracted to work less than twelve [12] months will receive their salary in twelve [12] month installments.
- C. The superintendent shall cause to be drawn and maintained, with his approval, salary schedules for the classified staff, which reflects a differential in experience. The differential should reflect a reward for experience and provide incentive as appropriate for continuing education in the field in which they are employed. The superintendent shall determine initial placement on salary schedule based on previous experience and skills.
- D. Experience be of a similar type position. Proof of experience MUST be provided.
- E. Substitutes and temporary employees will be paid at an hourly rate or daily rate according to salary schedule as approved by the superintendent of Board of Education.
- F. Salaries shall be increased proportionally as the number of days in the year increase, subject to budgetary constraints, and provided sufficient funds are available.

- G. A stipend will be paid out on a monthly basis if the employee has earned an Associates or Bachelors degree. This degree must be on file on September 1st of the school year to determine the contract salary.
- H. Incentive Pay: Staff will receive \$75 per month for each month that they do not miss during the student school calendar September through May. This bonus will be paid twice a year; December for attendance September – November, and June for attendance December – May. Incentive pay is based on the primary job assignment only. Excluded are: directors, central office staff, Medicaid due Process Clerk, HIPPY Coord., Technology. If volunteer extracurricular assignments interfere with the primary job day, then the attendance will be affected. Therefore, no bonus will be given for that month. This policy is for a one year trial, 14-15 school year.
- I. Longevity Pay: Longevity pay will be paid per Classified Salary Schedule, approved 04/28/2014. Longevity Pay is based on the primary job assignment only. It will be paid as a stipend, becoming part of their salary. Years must be contracted time with the Heber Springs School District without a break in service starting with the 15-16.

1.13 EMPLOYEE BENEFITS

- A. Eligible employees shall become a member of the Arkansas Teacher Retirement System as mandated by law.
- B. The district shall pay all Unemployment and Worker's Compensation Insurance and maintain appropriate records.
- C. The Heber Springs School District shall pay retirement benefits for employees in Arkansas Teacher Retirement System as prescribed by the Arkansas State Law.

1.14 LEAVE WITH PAY

- A. Sick Leave: Covers illness of the employee and shall include the employee's spouse, children, parents, or relatives in the same household. [Ref. Act 392 of 1979, 80-1255]
 - 1. Sick leave is leave necessitated by personal illness or illness in the immediate family.
 - 2. Generally, full – time personnel, without deduction in pay, shall be entitled to one day of sick leave per month plus one day.
 - a. Employees who work 180 – 199 days will receive 11 sick leave days
 - b. Employees who work 200 – 219 days will receive 12 sick leave days
 - c. Employees who work 220 or more will receive 13 sick leave days
 - 3. Unused sick leave for full – time personnel may be accumulated up to ninety [90] sick days.

At the beginning of the school or contract year, each employee will be credited with the appropriate number of days of sick leave. At the end of the year, remaining accumulated sick leave will be carried forward to the next year. Upon reaching ninety [90] unused sick

leave days, the Heber Springs School District will pay employee at the substitute rate for any days above ninety [90].

4. Part – time personnel may receive some sick leave benefits as approved by the superintendent on a pro-rata basis.
5. If employment resigns or retires (terminations excluded) with the district and at a later date the Heber Springs District reemploys the employee without having worked in another district, he/she may reclaim all prior accumulated sick leave that was held at the time of their resignation. The employee shall be responsible for acquiring proof in writing of accumulated sick leave. They then shall furnish this proof in writing at the time of return.
6. Any employee who frequently uses sick leave or has extensive absences using sick leave, may be required to submit to the superintendent or his/her designee prior to returning to work an affidavit or physician's statement with respect to the nature and extent of his/her illness or incapacity. The cost of such examination shall be borne by the employee. A second physician's opinion may be required. In such cases, the cost of the second examination shall be borne by the Heber Springs School District.
7. Any employee hospitalized for surgery shall present medical clearance, signed by his/her physician prior to returning to work.

SICK LEAVE BANK POLICY

1. Participation

On or before October 1st of each school year, classified staff personnel may voluntarily contribute one day of their sick leave allowance to the Sick Leave Bank. Classified staff wishing to make a contribution to the bank shall do so on a Sick Leave Bank form submitted to a Sick Leave Bank chairperson or committee member.
2. Governance – Sick Leave Bank Committee
 - a. A five [5] member committee shall oversee the administration of the Sick Leave Bank with the assistance of the superintendent.
 - b. The Committee shall be comprised of one [1] person from each department. Each of the committee members must have contributed days to the Sick Leave Bank.
 1. Cafeteria
 2. Maintenance/Custodial
 3. Secretaries/Aides
 4. Transportation
 - c. The Sick Leave Bank Committee members will be elected in September of each year.
 - d. The committee shall decide on the requests based on the committee's rules of operation.
 - e. The Chairperson of the Sick Leave Bank Committee shall be elected for the five [5] member committee.

3. Rules of Operation

The Sick Leave Bank Committee shall administer the bank according to the following rules:

- a. Only personnel who have made contributions to the bank may make withdrawals for the bank. Days once contributed to the bank in previous years may not be returned.
- b. The Sick Leave Bank days may be used only upon exhaustion of a bank member's accumulated sick leave, personal, and vacation days.
- c. Sick Leave Bank days will be granted only in cases of justifiable need as determined by the Sick Leave Bank Committee. Sick leave bank days will only be granted in cases of catastrophic conditions. Catastrophic will be defined as: An acute or prolonged illness usually considered life threatening or with the threat of serious residual disability. The following list is not exhaustive, but identifies some health conditions that are included and excluded as catastrophic under this definition.

Included:

- Cancer
- Heart Attack
- Aneurysm
- Stroke
- Non-Elective Surgery
- Debilitating/Immobilizing Injury or Condition
- Acute Illness/Disease

Excluded:

- Elective Surgery
- Pregnancy/Delivery without Severe Complication
- Recurring Infection (cold, flu, etc.)

Sick leave bank days are not intended to be used for ordinary illnesses of sick bank member or their immediate family member, minor accidents, doctor's appointments, or other similar situations.

- d. Requests for Sick Leave Bank days will be made on a Sick Leave Bank request and submitted to the chairperson of the Sick Leave Bank Committee. These forms may be picked up in the Superintendent's Office.
- e. Sick Leave grants made from the bank shall be for up to ten [10] consecutive days for an individual applicant per year, with a limit of no more than two [2] grants per year per person if days are available. The Sick Leave Bank Committee may extend the number of days if they believe the need is justified.
- f. After a Sick Leave Bank member withdraw days from the bank, her/she must contribute one [1] day of his/her sick leave allowance at the beginning of the next school year to re-establish membership in the Sick Leave Bank.

- g. Once days have been contributed to the Sick Leave Bank, the usage of those days shall be governed by the committee of the Sick Leave Bank according to, but not limited by, the sick leave policy.
- h. Personnel who have contributed to the Sick Leave Bank will not be requested to contribute to the bank again during a given school year as long as the bank is considered to be solvent. The Sick Leave Bank committee may determine that donated days are not needed at the beginning of any school year and thus, only new members will be required to contribute.
- i. Sick Leave Bank members may not voluntarily donate sick leave days to the credit of another sick leave bank.
- K. District employees who are husband and wife may utilize the other's accumulated sick leave in accordance with ACA 6-17-1208.

4. Reports

The Sick Leave Bank Committee shall be responsible for the proper maintenance and development of records and report forms. The committee shall work closely with the administration in administering the Sick Leave Bank days.

- B. Bereavement Leave: All Classified Staff shall be granted five [5] days paid bereavement leave per contract year in the event of the death of an immediate family member or in-law. ("Immediate Family" includes the teacher's spouse, children, parents, and any other relatives or dependents living in the same household.)

All classified staff shall be granted one day paid leave per contract year in the event of the death of a relative (excluding those covered by section A) or friend.

The leave will not accumulate from year-to-year. The principal or supervisor must approve any exceptions to this.

- C. Parental Leave: HEW guidelines for Title 9 require that pregnancy be considered as a condition of health.
 - 1. When an employee becomes pregnant, she shall inform the administration as soon as pregnancy is confirmed and discuss the possible need for a temporary leave of absence.
 - 2. As long as the employee's health is not endangered, as verified by a physician's statements, and her physical condition does not impair her ability to perform her duties, she may continue to be employed by the board.
 - 3. An employee may apply for leave anytime after conception. The application must be submitted in writing to the superintendent.
 - 4. All requests for leave must be in writing at least thirty [30] days in advance of the requested leave and preferably sooner if possible.

5. The leave may be granted by the board, and shall be recorded in the minutes, and the employee notified.
6. The leave may be granted to employees for a period not to exceed twelve [12] calendar months.
7. The employee will be permitted to return to work when she is able, or when the leave ends.
8. The employee shall be offered the first acceptable position for which she is qualified after she has established that she is able and will to return to work.
9. An employee who is adopting a child may request leave not to exceed twelve [12] months.
10. An employee or parental leave must notify the school superintendent of her intent to return to work on or before April 1 for the following school year. Employees returning back at mid-semester must make notification on or before September 1 for return at semester.

NOTE: The Heber Springs School Board shall have the right to require an employee to resume duties at the beginning of a school year rather than at semester. Failure to notify the superintendent in writing of intention to resume work as required by this policy, or failure to report for duty at the expiration of the leave shall be considered as a resignation.

- D. Personal Leave: Time away from school to be used for personal matters that cannot normally be conducted after the regular school day. [See section 1.15 per year]
1. Personal days shall be used for personal matters that cannot normally be conducted after the regular school day.
 2. In keeping with all the provisions of this section, two [2] days [or fractions thereof] per year of personal leave shall be granted to full – time employees when he/she presents a request in writing on the appropriate form. Except in case of emergency, the request must be submitted five [5] days prior to the day of absence and signed by the principal/supervisor or superintendent. After two [2] years, accumulated days may be combined during a given year with the two [2] allotted days for that year. Thus, five [5] days could be the maximum available during a given year.
 3. Additional personal leave may be granted at the discretion of the superintendent. Two [2] additional days may be requested with pay less sub pay.
 4. Five [5] personal days may be carried forward at the end of the year. The remaining days will revert to sick leave until an employee has accumulated ninety [90] sick days. At that time any unused personal leave days will be lost.
 5. Personal days shall not be used on the day preceding or following a vacation or holiday unless approved by the superintendent.
 6. Personal leave shall not be used during the first and the last five [5] school days of the school year, unless approved by the superintendent or immediate supervisor.

E. Leave for Jury Duty and Other Required Legal Reasons:

1. The Heber Springs School Board recognizes the civic duty responsibility of person serving on jury and other required legal duty and shall pay full salary for those persons serving; however, all salary or per diem monies paid to the person serving on jury or legal duty must in turn be returned to the district in order to avoid double payment. This policy is in keeping with the jury commission recommendations.
2. All expenses incurred involving travel, food, and lodging are the responsibility of the person serving on legal duty. The staff member may keep any remuneration by the court for such expenses.
3. Any deviation from the policy will result in a deduction from the employee's salary for that time the person has been absent from work while serving on jury or other legal duty.
4. Notification must be made to the principal or supervisor before any leave for jury or other legal duty takes place.

1.15 HOLIDAYS AND WORK DAYS

- A. Full – time [twelve month employees] and hourly personnel are not required to work but are normally paid for holidays when they fall within the normal workweek and are observed by the Heber Springs School District.
- B. The holidays, which are normally allowed with, pay for those who qualify are New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve and Christmas Day.
- C. Cooks and bus drivers will work the days that school is in session and other in-service or workshop days with pay as may be from time to time prescribed by the superintendent or immediate supervisor.
- D. The superintendent may declare additional holidays.
- E. The secretarial and administrative staff will work the days school is in session and other time as prescribed by the superintendent.

1.16 LEAVE OF ABSENCE WITHOUT PAY

- A. Leaves of absence without pay may be granted to full – time personnel by the Heber Springs School Board upon recommendation of the superintendent when staff conditions permit. Such leaves will be for a maximum of one full school year [at a time]. And upon return to the district will assure the employee of a position for which he or she is qualified except that in the event a reduction in force is

necessary, the returning employee will be subject to the Reduction in Force policy just as are other staff members.

B. All leave requests must be presented to the Superintendent of Schools and should be presented at least three [3] school months prior to the beginning of the proposed leave.

C. Leaves may be granted for:

1. Additional Education, Professional Study, or Education Travel.

- a. When an employee has been employed in the district for a minimum of three [3] years, and additional education can be shown to bring about improvement in the employee's performance, and a planned program, which is recognized by an education-accrediting agency, is submitted, leave will be considered. No tuition or expenses for any additional training or education will be paid or reimbursed by the Heber Springs School District.
- b. If it can be shown that professional study, employment, or educational travel will contribute to the efficiency of the employee, leave may be granted if recommended by the superintendent and approved by the Heber Springs School Board.

2. Personal Leave

- a. At the discretion of the Heber Springs School Board, a leave of absence may be granted for up to one [1] year for personal leave if the employee can show in writing that the leave will result in personal or professional growth and gives assurance that he/she will be returning to the district for the next designated term.
- b. Request for personal leave will be considered on the basis of convenience to the Heber Springs School District. A plan which provides for continuity of work, instruction and grade reporting of students must be agreed upon by the employee, principal and Superintendent prior to granting the leave.

3. Military Service: Leave is authorized for a period of time equal to the required service time of any support staff member who is drafted/mobilized for military service. The conditions for job security and assignment of position are guaranteed under the law [Ref: 38 U.S.C. 2021-2026].

4. Death, Serious or Prolonged Illness Within the Immediate Family [Family and Medical Leave Act: Ref: Family and Medical Leave Act of 1993, 29 DFR Part 825]

- a. Personnel who have been employed for one contract year and/or for 1250 hours over the previous twelve [12] months are eligible for unpaid leave of at least twelve [12] weeks for the care of that person's spouse, child, or parent, who has a serious health condition; or, for a serious health condition that makes the employee unable to perform their job.
- b. The employee must provide thirty [30] days advance notice when the leave is "foreseeable".

- c. The Heber Springs School Board may require medical certification to support a request for leave because of a serious health condition, or, if the teacher is unable to return from leave because of a serious health condition. In addition, the employee is obligated to attempt to schedule medical treatments so as to make a minimum disruption of the operations of the school. This may include taking intermittent leave or taking only portions of a day.
- d. The employee may elect or the Heber Springs School Board may require the employee to substitute sick leave for any leave he/she may be eligible for under the FMLA.
- e. Upon returning to the Heber Springs School District, the employee will be assured a position for which he/she is qualified except that in the event of reduction in force is necessary, the returning employee will be subject to the Reduction in Force policy just as are other staff members.
- f. The employee must notify the school superintendent of their intent to return to work on or before April 1 for the following school year. Employees returning back at mid-semester must notify on or before September 1 for return at semester.

NOTE: The Heber Springs School Board shall have the right to require an employee to resume duties at the beginning of a school year rather than at semester. Failure to notify the superintendent in writing of intention to resume work as required by this policy, or failure to report for duty at the expiration of the leave shall be considered as a resignation.

- g. All employees covered by the State Health Insurance Plan will be continued coverage while on leave for a period up to twelve [12] weeks or longer if required to wait until semester to return.

5. Adoption or Childbirth

Whenever a situation exists where a child to be adopted is delivered to the parents during the school year, a leave will be granted. The return date to work will be at the convenience of the school district in order to provide continuity of duties, responsibilities, instruction, and grade reporting of students, but will be no sooner than the agreed time.

Normally, sick leave, as verified by a doctor's certificate stating the period of incapacity prior to and after deliver, will be used for childbirth. However, when sick leave expires, leave without pay will be granted for the remainder of the semester or quarter, but shall not extend beyond the end of the school year during which the leave began.

- D. An employee who is on leave of absence for a full year does not advance on the salary schedule for that year and does not acquire a year of service for that year.
- E. An employee granted a full school year leave will notify the superintendent's office in writing of his/her intent to return to the Heber Springs School District for the next school year by April 1 of the year in which the leave terminates. Failure to do so will result in automatic severance of the employment relationship with the district.

1.17 VACATIONS FOR TWELVE [12] MONTH EMPLOYEES

- A. Twelve [12] month employees during their first year of employment shall receive no vacation.
- B. Twelve [12] month employees who are hired by July 1st and who have completed one [1] year will receive five [5] vacation of days with pay.
- C. Twelve [12] month employees who have completed four [4] years of service will receive ten [10] days of vacation with pay.
- D. Twelve [12] month employees who have completed nine [9] years of service will receive fifteen [15] days of vacation with pay. All vacations days must be approved by the employees immediate supervisor and no employee may be approved for more than ten [10] consecutively days.
- E. Vacation days are not cumulative beyond one [1] year and may be used only during the next twelve [12] months after being earned unless the superintendent due to special or extenuating circumstances approves an exception.
- F. Vacation days generally should be used during the days when school is not in session, unless approved by the superintendent. There will be with a maximum of two [2] weeks during the summer months.
- G. Vacation pay is at the same rate or on the same basis as the employee's regular pay.
- H. Vacation Days to be Used or Paid

The employee should use all vacation day entitlements. Any day(s) not used [see Item E] within the proper time period will be lost unless special arrangements are approved by the superintendent.

- I. In the event an employee retires or resigns, his vacation entitlement should be taken before his final date of retirement or resigning unless approved by the superintendent. If a person is terminated or asked to resign, then his/her unused vacation time is relinquished.

1.18 RETIREMENT/DEATH

- A. Classified Staff personnel may retire by the end of the school year during which they become eligible.
- B. Any person retiring should make application for retirement approximately two [2] months prior to the desired effective date of retirement.
- C. A full – time employee retiring from the Heber Springs School District shall be paid at the daily rate of the Non-Certified substitute for unused sick leave.
- D. Retiring employees shall be given a lifetime pass to all school activities.
- E. Classified personnel retiring from the Heber Springs School District will receive the following benefit: (This benefit would also apply upon an employee's death). This benefit will apply after the employee has been employed with the district for a minimum of one year.

- Each classified employee would receive the current non-certified substitute pay for each unused sick day up to a maximum amount of \$5000.00.
- Note: Personnel that have received money in the past would not be eligible for this benefit.

1.19 REDUCTION IN FORCE

The Heber Springs School District Board of Directors acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the superintendent. Refer to hardcopy of RIF procedures located at the administration office for detailed information.

1.20 WORKERS' COMPENATION

- A. Employees are covered under workers' compensation. (Leg. Ref.: Act 23, 1971 and Act 376, 1977)
- B. Without exception and in all cases, the superintendent must be notified when a claim needs to be filed and notice given to the workers' compensation insurance carrier when any employee is injured on the job or is absent to job-related injury.

1. The superintendent must be notified immediately or at least the same day as the injury.
2. After notice is given to the Heber Springs School District (superintendent), if it appears that a claim will be filed or may be needed or filed in the future by the employee, the Heber Springs School District shall notify the workers' compensation insurance carrier. This shall be done as soon as possible but at least within the time required by the insurance carrier or by law.

C. Standard Procedure

At the time of the employee injury or absence, the temporary compensation benefits provided by statute and funded through insurance shall be the only compensation paid to the school employee. Therefore, the regular salary of the employee shall be suspended and all payments while the employee is disabled from continuing his employment shall be the temporary compensation payments through the insurance carrier. No days will be deducted from the sick leave that the employee may have accumulated.

D. Alternative Procedure to Item C.

As an alternative to the preceding Item C, the employee may choose to use his/her accumulated sick leave benefits upon presenting to the superintendent a written request to do so. If this is done, the Heber Springs School District will pay the employee's regular salary amount after substituting the amount of salary which workers' compensation will pay during the time the employee has accumulated sick leave available. For each day absent, the accumulated sick leave shall be reduced by one [1] day, and the provisions in the preceding Item C shall be followed.

1.21 WORK HOURS

The superintendent in conjunction shall designate work hours of custodians, maintenance, transportation, office personnel and food service personnel with their supervisors.

1.22 DISMISSAL

- A. Employees may be discharged or suspended for inefficiency, repeated absence from the job, insubordination, conduct unbecoming of any employee, or other reasons believed to be in the best interest of the Heber Springs School District.
- B. Suspension or discharge may be made as approved by the superintendent on specific charges and a written copy of these charges shall be furnished the employee at his request.
- C. The employee shall have the right to appeal, first to the superintendent and then to the Heber Springs School Board, if he/she believes any unfairness has existed. These procedures must be followed if the employee wishes the superintendent or the board recognize their request. Refer to Public School Employee Fair Hearing Act. A.C.A. 6-17-1701 through 171705.

1.23 USE OF SCHOOL VEHICLES

All vehicles and other equipment will be restricted to use for Heber Springs School District purposes unless otherwise approved by the Superintendent or designee.

1.24 EMPLOYEE GRIEVANCES

- A. Employees shall have the right to present official grievances, and in doing so, shall be assured freedom from restraint, interference, discrimination and reprisal. An official grievance must be presented in written form.
- B. Employee Grievance Procedure Steps
 - 1. Employee – Superintendent Informal Conference

The employee(s) involved shall first discuss and attempt to resolve the problem with the principal or supervisor.
 - 2. If not satisfied and the employee wishes to file an official grievance, the grievance must be put in writing, presented to and discussed again with the building principal or supervisor. The principal or supervisor will respond within two weeks after receipt of such grievance.
 - 3. If the employee does not concur with the solution given by the principal or immediate supervisor, the grievance may be filed with the superintendent. This action should be taken after the principal/supervisor has been notified of the employee's intentions. The superintendent will respond in writing within two [2] weeks after receipt of such grievance.
 - 4. If the superintendent and employee cannot arrange a satisfactory solution, the employee may submit a written affidavit to the Heber Springs School District Board of Education.
 - 5. To address the Heber Springs School District Board of Education, provisions of board policy must be followed.

6. Nothing in this grievance procedure will preclude an employee from approaching the board as set out in the board policy.

7. Bypass

If the employee(s) and the superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

8. The employee(s) to continue on the next step in the procedure may withdraw a grievance at any level by the employee(s) making written request to the superintendent to withdraw the grievance, or by the failure.

1.25 AUTHORITY OF SCHOOL PERSONNEL

Responsibility and Authority

Any employee of the Heber Springs School District, by virtue of such employment, has full responsibility for the property, equipment, and assignment entrusted to him/her. Non-teaching personnel have authority, as do teachers and administrators to regulate and control student conduct. Any corporal punishment will be handled by the administration.

Responsibility of Classified Personnel Governing Bullying

School employees who have witnessed, or are reliably informed that a student has been a victim of bullying as defined and posted by the Heber Springs School District, including a single action, which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. The principal or his/her designee shall be responsible for investigating the incident(s) to determine if disciplinary action is needed.

1.26 USE OF TOBACCO

Use of tobacco in any form is prohibited on any school property. This is in compliance with State Law as defined in ACT 15-55 Smoke and Tobacco Free Environment. Anyone found in violation of this law is subject to fines and/or punishment as outlined in the law.

1.27 DRUG FREE WORKPLACE

It is the district's policy that district employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, illegal drugs, inhalants, alcohol, as well as inappropriate use of prescription drugs. Such actions are prohibited both while at work or in the performance of official duties while off district property. Violations of this policy will subject the employee to discipline, up to and including termination.

1.28 BACK BRACE

All custodians and cooks must wear a back support brace while on duty. The Heber Springs School District will provide these braces.

1.29 USE OF CELL PHONE OR OTHER COMMUNICATION DEVICES

Personal use of cell phones by employees during their designated work hours is limited to break periods unless specifically approved in advance by their immediate supervisor. Exceptions will be made in case of an emergency.

1.30 OTHER POLICIES AND REGULATIONS

Board Policy, State Laws, State Department of Education Regulations, and directives from the superintendent and administrators contain additional information, regulations and procedures that must be followed by school personnel.